



Town of Fishkill Planning Department

Procedures and Requirements

Governing Site Plan & Special Use Permit Application

page 1 of 2

Note: All Applicants to the Planning Board must schedule an informational meeting with the Town Planner and/or Town Zoning Administrator prior to submitting this application to the Planning Department.

The Planning Board meets regularly on the 2nd and 4th Thursdays of each month. All applications for Site Development Plan and Special Use Permit approval must be submitted three (3) weeks prior to a scheduled Planning Board Meeting.

An Application for Site Development Plan and or Special Use Permit approval can be made by submitting the following by mail or in person to the Planning Department:

1. One (1) original and seven (7) copies of the completed Site Plan & Special Use Permit Application. Any request for waivers of required information must be included together with the reasons for the request.
2. Seven (7) copies of the drawings detailing the proposed use. The drawings should be at a scale of 1" = 20' where possible and drawn on a map size no larger than 24" x 36". The Applicant shall describe the nature and intensity of the proposed use together with any pertinent information that is not shown on the drawings. Please refer to the Application Requirements on the next page.
3. One (1) original and seven copies of the completed Full Environmental Assessment Form. Please click on the link to the NYSDEC website to download a copy of this form.
4. Mailing labels indicating the adjacent property owners' names and mailing addresses for properties within 500' of the subject premises.
5. Required fees (Application Fee and Escrow Deposit) in accordance with the current Town of Fishkill Schedule of Fees, which is available on this website.

The entire application package will be reviewed by the Town Planner and Town Zoning Administrator for conformance with requirements of the Town Zoning Code and all other applicable regulations and/or standards of the Town of Fishkill.

APPLICATION REQUIREMENTS:

1. Title, giving name(s) and address(es) of the Applicant and the person responsible for the drawings, with date of issue.
2. Area Map Inset at a scale of 1" = 200', showing all properties and property owners' names within 500' of subject premises. A Tabular Index must be shown indicating the property owners' names, addresses and Tax Map Parcel Numbers of adjacent property owners as aforesaid.
3. Existing and proposed contours at two (2) foot intervals. These may be submitted on separate sheets, if deemed appropriate by the Planning Staff.

- continued -



Town of Fishkill Planning Department

Procedures and Requirements

Governing Site Plan & Special Use Permit Application

page 2 of 2

- continued from previous page -

4. A Plot Plan at a scale of 1" = 20' and no larger than 24" x 36" shall include:

- a. All metes and bounds descriptions, zoning designation, north arrow and abutting property owners, purpose of proposed development (including uses, tenants and other pertinent information).
- b. All main and accessory structure locations and setbacks from the property lines.
- c. Location and types of all pertinent features such as shrubbery, trees, lighting, screening, curbing, refuse storage, recycle bins, storm drainage, well and/or water supply lines, sewage disposal system, fire hydrants, etc.
- d. Location and dimensions of parking and loading areas showing individual parking spaces and numbers.
- e. Typical cross sections and details of curbing, sidewalks, catch basins, parking areas, roadways, etc.
- f. Building elevations including actual color samples for all exterior building finishes, materials and sign details.
- g. Any division(s) of building(s) into units of separate occupancy.

5. The Data Table Inset shall include:

- a. Property area to nearest 100 square feet.
- b. Building coverage - square footage and percentage of total area.
- c. Pavement coverage - square footage and percentage of total area.
- d. Total impervious coverage percentage.
- e. Open space - square footage and percentage of total area.
- f. Parking requirements in accordance with Chapter 150-68 of the Town of Fishkill Zoning Code.

The Town Planner will schedule all completed application packages for Planning Board review by placing the proposal on the Planning Board's next available agenda. Within forty-five (45) days of receipt of the completed application package, the Planning Board shall schedule a public hearing on the proposal. Within sixty-two (62) days of the closing of the public hearing, the Planning Board shall forward its findings to the Town Planner. The Town Planner shall notify the Applicant as to whether the proposal has been approved, disapproved or approved with modifications. Within seven (7) days, the Planning Board shall also file a copy of its findings in the Office of the Town Clerk. The Planning Board's findings regarding a preliminary application shall expire six (6) months from the date of approval if no application for final approval is submitted within such period, except where such time limit is extended by mutual consent of the Applicant and the Planning Board.